

PEDS Data Entry Training County Commission and Funded Program Level Reports

Statewide Data Collection
and Evaluation of First 5
California Funded
Programs



Goals of Training

- To describe the content and uses of available PEDS reports.
- To learn how to run County Commission level reports in PEDS.
- To learn how to run funded program level reports in PEDS.
- To learn how to use PEDS report filters.
- To learn how to print, save, and export PEDS reports.

PEDS reports

Examples of uses

- To report periodically to the local First 5 County Commission on the progress of funded programs and services.
- To synthesize First 5 aggregate and core data in a local annual report .
- To examine achievement milestones to negotiate funding and monitor contract requirements.
- To assess gaps in services for particular target populations to inform strategic planning.

How do I access PEDS reports?

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Statewide Data Collection and Evaluation

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Funded Program Entry

Initiative:

Organization:

Funded Programs

Initiatives **Organizations** **Achievement Categories**

SNP Partner Agencies

Please select a Reporting Period:

Priority Outcomes and Indicators **Mini-Grants**

User: vandine.micaela (1 login attempt since 3/13/2006 1:26:24 PM)
User Type: County Commission User
County: First 5 Mayberry Children and Families Commission

Done Trusted sites

Reports

Confidentiality agreement

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Reports

To protect client confidentiality, reports generated by PEDS need to be used with caution. To view PEDS reports, the user must agree to the following terms and conditions. Any reports with data that may identify an individual or family will not be published or shared with public audiences. For example, it may be possible to identify individuals when data categorized by ethnicity or another characteristic refer to fewer than five people with that characteristic. Staff who are not trained evaluators will consult with a professional evaluator about whether a report contains information that could identify individuals or families before sharing the report with non-program or non-commission staff.

I Agree **I Quit**

Click **I Agree** to proceed.

Read the client confidentiality agreement carefully. It must be accepted before accessing PEDS reports. Clicking **I Quit** returns you to the **Data Entry** tab.

User: vandine.m
User Type: County
County: First 5 Mayberry C

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County Commission and funded program level reports: Direct service activity data

Direct Services (Aggregate): Using data from *only the aggregate module*, this report provides the total number of service contacts, overall and via each modality.

Direct Services (Individual): Using data from *only the core and individual non-core (INC) modules*, this report provides the total number of service contacts made to individual participants, overall and via each modality.

Direct Services (All): Using data from the *core, individual non-core (INC), and aggregate modules*, this report provides the total number of service contacts made to all participants, overall and via each modality.

Direct Service Contacts: Using data from the *core, individual non-core (INC), and aggregate modules*, this report provides the total number of service contacts made to participants, overall and by various demographic characteristics (participant type, ethnicity, language, child age, and presence of disability or other special need).

Direct Services Data Export (Individual): Using data from the *core and individual non-core (INC)*, this report exports the individual data into a Microsoft Excel spreadsheet, minus the identifying information.

Reports

Direct service activity data

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Data Entry | **Reports** | Data Collection | Narratives

User Type Selection

Reports

Please select a Reporting Period:
2005-2006 Fiscal Year

Direct Service Activity Data	Other Activity Data
Direct Services (Aggregate)	Community Strengthening Efforts
Direct Services (Individual)	Provider Capacity Building/Support
Direct Services (All)	Infrastructure Investments
Direct Service Contacts	Systems Change Support Activities
Direct Services Data Export (Individual)	Mini-Grants

Participant Data

Core Data (Core)

Direct Service Contacts by Demographics

Intake Report

User: vandine.micaela (1)
User Type: County Commissioner
County: First 5 Mayberry Child

Done

These reports display the total number of direct service contacts for aggregate, INC, and/or core clients.

County Commission and funded program level reports: Other activity data

Community Strengthening Efforts: This report shows the numbers of occurrences and estimated audience sizes for various types of community strengthening activities by topic.

Provider Capacity Building/Support: This report provides information about the numbers of provider trainings (including one-on-one technical assistance sessions), the duration of training, and the numbers of providers receiving various types of training.

Infrastructure Investments: This report shows the numbers of funded programs (by type of organization) receiving various kinds of infrastructure investments (valued over \$5,000) to make facilities and capital improvements and/or purchase equipment and materials.

Systems Change Support Activities: This report shows the numbers of funded programs conducting various systems change support activities.

County Commission (only) level report:

Other activity data

Mini-Grants: This report shows the numbers of organizations receiving mini-grants to conduct various types of activities and the average award amounts.

Commission Level Reports

Other activity data

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Data Entry Reports Data Collection Narratives

User Type Selection

Reports

Please select a Reporting Period:
2005-2006 Fiscal Year

Direct Service Activity Data

- Direct Services (Aggregate)
- Direct Services (Individual)
- Direct Services (All)
- Direct Service Contacts
- Direct Services Data Export (Individual)

Other Activity Data

- Community Strengthening Efforts
- Provider Capacity Building/Support
- Infrastructure Investments
- Systems Change Support Activities
- Mini-Grants

Participant Data

- Direct Service Contacts by Demographics

Outcome Data (Core)

- Intake Report

Users: vandine.micaela since 3/13/2006 1:26:24 PM

These reports display data based on aggregate strategies other than Direct Service Activity.

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Funded Program Level Reports

Other activity data

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Reports

Please select a Reporting Period:
2005-2006 Fiscal Year

Direct Service Activity Data

- Direct Services (Aggregate)
- Direct Services (Individual)
- Direct Services (All)
- Direct Service Contacts
- Direct Services Data Export (Individual)

Other Activity Data

- Community Strengthening Efforts
- Provider Capacity Building/Support
- Infrastructure Investments
- Systems Change Support Activities

Participant Data

- Direct Service Contacts by Demographics

Outcome Data (Core)

- Intake Report

Users: vandine.michael (3/4/5/2006 10:12:02 AM)

Done

Trusted sites

These reports display data based on aggregate strategies other than Direct Service Activity.

County Commission and funded program level reports: Participant data

Direct Service Contacts by Demographics: This report provides the total number of service contacts provided to core, individual non-core (INC), and aggregate participants, overall and by various demographic characteristics.

Nonduplicated Participant Counts: This report provides the total numbers of nonduplicated (unique) core, individual non-core (INC), and aggregate participants reported in the “Nonduplicated Counts” module.

Counts of Participants (Some Duplication): This report includes the total number of nonduplicated (unique) core and individual non-core (INC) participants served and duplicated service counts of participants whose data were collected in the aggregate module.

Nonduplicated Participant Counts by Service: This report provides the total numbers of nonduplicated (unique) core and individual non-core (INC) participants by the services they received. Thus, the report provides a nonduplicated count of how many participants received each type of modality and activity at least once.

Reports

Participant data

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Participant Data

- Direct Service Contacts by Demographics
- Nonduplicated Participant Counts
- Counts of Participants (Some Duplication)
- Nonduplicated Participant Count by Service
- Participant Detail Data Export (Individual)

Outcome Data (Core)

- Intake Report
- Intake / Follow-up Report
- Pivot Table Report
- Intake / Follow-up Completed

Progress and Fiscal Reports

- Funds Spent by Strategy
- Achievement Milestones
- Funded Program Detail Report

Service Quality Reports

- Intensity of Services
- Duration of Services
- Comprehensiveness of Services

User: vandine.mic
User Type: County
County: First 5 Ma

These reports display individual data collected through aggregate, INC, and core data modules.

Done Trusted sites

County Commission and funded program level reports: Outcome data (core)

Intake Report: This report presents the status of core participants at intake (entry into a First 5 program) on several outcomes tracked by the statewide evaluation of First 5 California. The report displays data such that they can be compared easily with statewide and national data on the same indicators.

Intake Follow-up Report: This reports presents the status of core participants at intake and at follow-up on several outcomes tracked by the statewide evaluation of First 5 California.

Pivot Table Report: This reports exports core participant data into Microsoft Excel allowing information to be summarized using filters to better analyze how the intensive services offered in a county are effectively meeting the needs of children ages 0-5.

County Commission and funded program level reports: Outcome data (core)

County Commission level report:

Intake/Follow-up Completed: This report shows how many intake and follow-up interviews were conducted by funded program. It also compares intakes with 6-month, 12-month, and 18-month follow-up pairs.

Funded program level reports:

Intake/Follow-up Due Report: This report shows only those clients that have an intake or follow-up interview due by Target date (the actual due date), by Start date (six weeks before the Target date), and by End date (six weeks after the Target date).

Intake/Follow-up Schedule: This reports shows the dates intake and follow-up interviews were conducted by client.

Commission Level Reports

Outcome data (core)

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Participant Data

- Direct Service Contacts by Demographics
- Nonduplicated Participant Counts
- Counts of Participants (Some Duplication)
- Nonduplicated Participant Count by Service
- Participant Detail Data Export (Individual)

Outcome Data (Core)

- Intake Report
- Intake / Follow-up Report
- Pivot Table Report
- Intake / Follow-up Completed

Progress and Fiscal Reports

- Funds Spent by Strategy
- Achievement Milestones
- Funded Program Detail Report

Service Quality Reports

- Intensity of Services
- Integration of Services
- Comprehensiveness of Services

These reports display intake and follow-up data on core clients.

County: First 5 Monterey Children and Families Commission

Done Trusted sites

Funded Program Level Reports

Outcome data (core)

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Left Column	Right Column
Direct Service Contacts	Infrastructure Investments
Direct Services Data Export (Individual)	Systems Change Support Activities
Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake/Follow-up Due Report
Participant Detail Data Export (Individual)	Intake / Follow-up Schedule
Progress and Fiscal Reports	Service Quality Reports
Funds Spent by Strategy	Intensity of Services

These reports display intake and follow-up data on core clients.

12:02 AM

HELPI

Trusted sites

County Commission and funded program level reports: Service Quality

Intensity of Services: This report presents the average number of service contacts and the average duration (in hours) core and/or individual non-core (INC) participants receive of a specific modality and/or activity.

Duration of Services: This report presents how many core and/or individual non-core (INC) participants receive multiple service contacts and the average length of time they receive services from a First 5 program.

Comprehensiveness of Services: This report shows how many core and individual non-core (INC) participants' services are focused across multiple activity categories (family support, health education, and child development services) and across multiple family members (child, parent/guardian, other).

Reports

Service quality reports

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Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake / Follow-up Completed
Participant Detail Data Export (Individual)	

Progress and Fiscal Reports	Service Quality Reports
Funds Spent by Strategy	Intensity of Services
Achievement Milestones	Duration of Services
Funded Program Detail Report	Comprehensiveness of Services

User: vandine.micaela (1 login at 4/13/2006 1:26:24 PM)
User Type: County Commission II

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These reports display data on services provided to core clients.

County Commission and funded program level reports: Progress and Fiscal

County Commission and funded program level reports:

Achievement Milestones: This report presents the progress of individual programs toward meeting specific performance measures specified in the Achievement Milestones module.

Funds Spent by Strategy: This report displays funding spent by strategy. County Commissions can see how much funding was spent on each strategy across funded programs, initiatives, organizations, and organization types.

County Commission level report:

Funded Program Detail Report: This report displays each funded program's initiative, organization, and other setup information (e.g., primary contact information).

Commission Level Reports

Progress and fiscal

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Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake / Follow-up Completed
Participant Detail Data Export (Individual)	
Progress and Fiscal Reports	Service Quality Reports
Funds Spent by Strategy	Intensity of Services
Achievement Milestones	Duration of Services
Funded Program Detail Report	Comprehensiveness of Services

User: vandine.micaela (1)
User Type: County Commission U
County: First 5 Mayberry Children

These reports display milestone, fiscal, and funded program data.

Funded Program Level Reports

Progress and fiscal

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Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake/Follow-up Due Report
Participant Detail Data Export (Individual)	Intake / Follow-up Schedule
Progress and Fiscal Reports	Service Quality Reports
Funds Spent by Strategy	Intensity of Services
Achievement Milestones	Duration of Services
	Comprehensiveness of Services

User: vandine.micaela (1 login)
User Type: Funded Program User
Funded Program: Children and Families

Trusted sites

Reports

Report filters

PEDS report filters allow user to:

- Customize reports to exclude unwanted or unnecessary data.
- Display data for a specific time period.
- Display demographic data in a variety of ways.

PEDS report filters allow County Commission users to:

- Present data from a countywide or individual funded program perspective.
- Sort data according to organization types, initiatives, and activity locations.

PEDS report filters allow Funded Program users to:

- Sort data according to participant types, demographics information, and activity locations.

Commission Level Reports

Report filters

File Edit View Favorites Tools Help

FIRST 5 CALIFORNIA Statewide Data Collection and Evaluation

Direct Services (Aggregate)

Start Date	07/01/2005
End Date	06/30/2006
Funded Program	Include All Items
Activity Location	
Funded Program Status	Active
Activity Location Zip Code	Include All Items
Statewide Initiative	Include All Items
Initiative	Include All Items
Organization	Include All Items
Organization Main Category	Include All Items
Organization Sub Category	Include All Items
Organization Type	Include All Items
Participant Type	Include All Items
Ethnicity Or	Hispanic / Latino
Language Or	Include All Items
Child Age Or	Include All Items

Run Report

Filter by dates using a **Start Date** and **End Date**.

Filter options vary on each report.

Choose desired filters from the drop-down menus. This example shows selection of a specific ethnicity.

Click **Run Report** to generate the report.

Funded Program Level Reports

Report filters

File Edit View Favorites Tools Help

FIRST5 CALIFORNIA
Statewide Data Collection and Evaluation

Direct Services (Aggregate)

Start Date: 07/01/2005

End Date: 06/30/2006

Activity Location: Include All Items

Activity Location Zip Code: Include All Items

Participant Type: Include All Items

Ethnicity: Include All Items

Or: Include All Items

Language: Alaska Native or American Indian

Or: Asian

Child Age: Black / African American

Or: **Hispanic / Latino**

Children with Disabilities or Special Needs: Pacific Islander

Only Show Activities with Data: White

Show Expanded Activity List: Multiracial

Other

Unknown

Run Report

Trusted sites

Filter by dates using a **Start Date** and **End Date**.

Filter options vary on each report.

Choose desired filters from the drop-down menus. This example shows selection of a specific ethnicity.

Click **Run Report** to generate the report.

Reports

Header display

The screenshot shows a web browser window displaying the 'Direct Services (Aggregate)' report header for the FIRST 5 CALIFORNIA Statewide Data Collection and Evaluation system. The browser's address bar shows 'File Edit View Favorites Tools Help' and 'CS&O'. The report header lists various filters and their selected values. Two red ovals highlight specific elements: 'Hispanic / Latino' under 'Ethnicity Or' and '04/03/2006, 09:50 AM' under 'Report Run Date / Time'. Two callout boxes provide additional context: one points to the filter list stating 'All of the filters chosen on the previous screen are displayed on the report header.', and the other points to the run date/time stating 'The report also displays the exact date and time it was generated.' The bottom of the browser window shows a status bar with 'Done', 'Service units provided', and 'Trusted sites'.

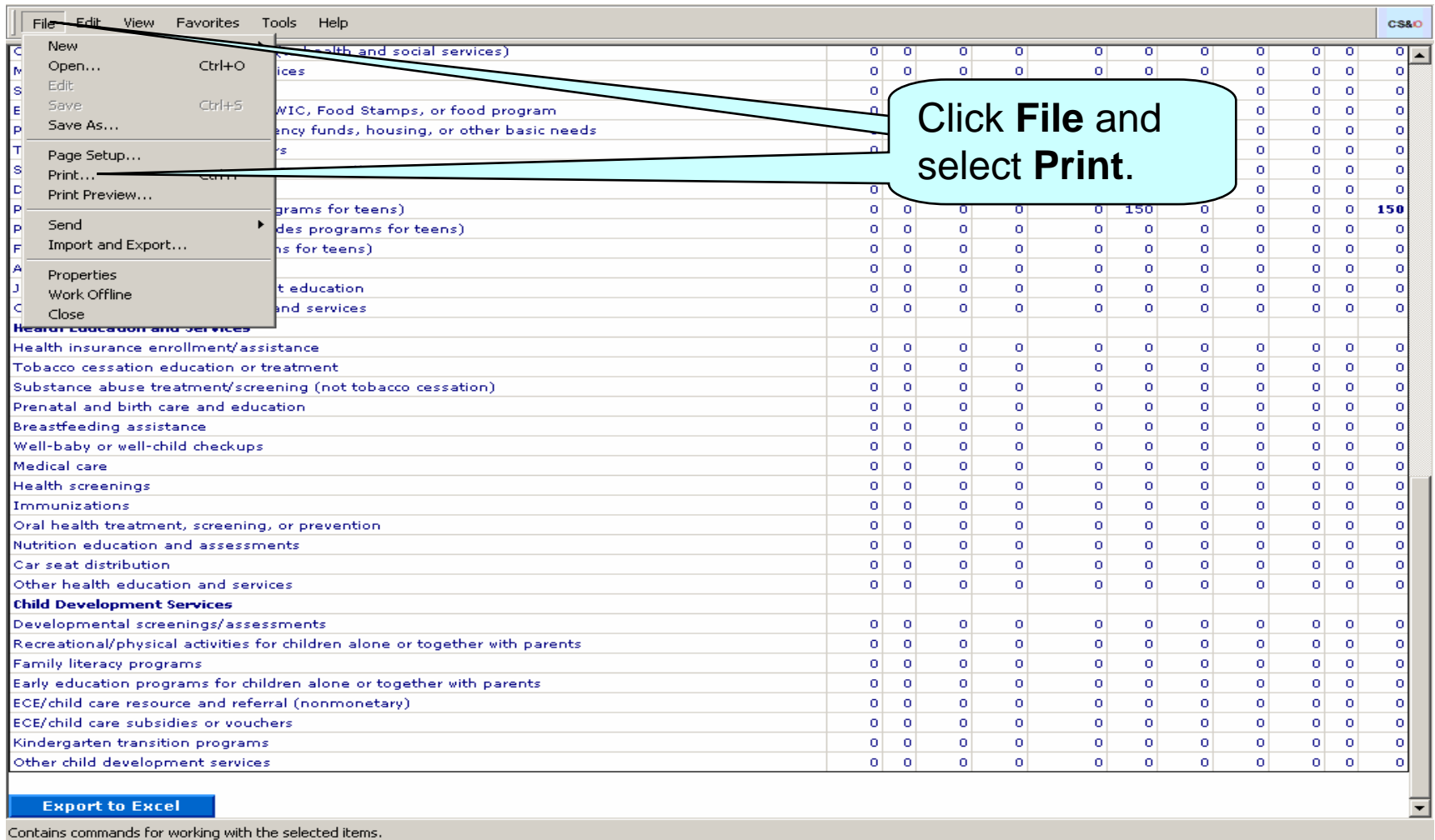
Filter	Value
Start Date	07/01/2005
End Date	06/30/2006
County	First 5 Mayberry Children and Families Commission
Funded Program	Include All Items
Activity Location	Include All Items
Funded Program Status	Active
Activity Location Zip Code	Include All Items
Statewide Initiative	Include All Items
Initiative	Include All Items
Organization	Include All Items
Organization Main Category	Include All Items
Organization Sub Category	Include All Items
Organization Type	Include All Items
Participant Type	Include All Items
Ethnicity Or	Hispanic / Latino
Language Or	Include All Items
Child Age Or	Include All Items
Children with Disabilities or Special Needs	Include All Items
Only Show Activities with Data	No
Show Expanded Activity List	No
Report Run Date / Time	04/03/2006, 09:50 AM

Service units provided

Done Trusted sites

Reports

Printing a report



Reports

Saving a report as a file

Click **File** and select **Save As...**
to save file in desired location.

Reports

Exporting a report to Microsoft Excel

Click **Export to Excel**
to export report to a
Microsoft Excel spreadsheet.

**Microsoft
Excel must be
available on
your computer.**

Reports

Exporting a report

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Data Entry | **Reports** | Data Collection | Narratives

Reports

Please select a Reporting Period:
2005-2006 Fiscal Year

Direct Service Activity Data	Other Activity Data
Direct Services (Aggregate)	Community Strengthening Efforts
Direct Services (Individual)	Provider Capacity Building/Support
Direct Services (All)	Infrastructure Investments
Direct Service Contacts	Systems Change Support Activities
Direct Services Data Export (Individual)	Mini-Grants

Participant Data | Outcome Data (Core)

Direct Service Contacts by Demographics | Intake Report

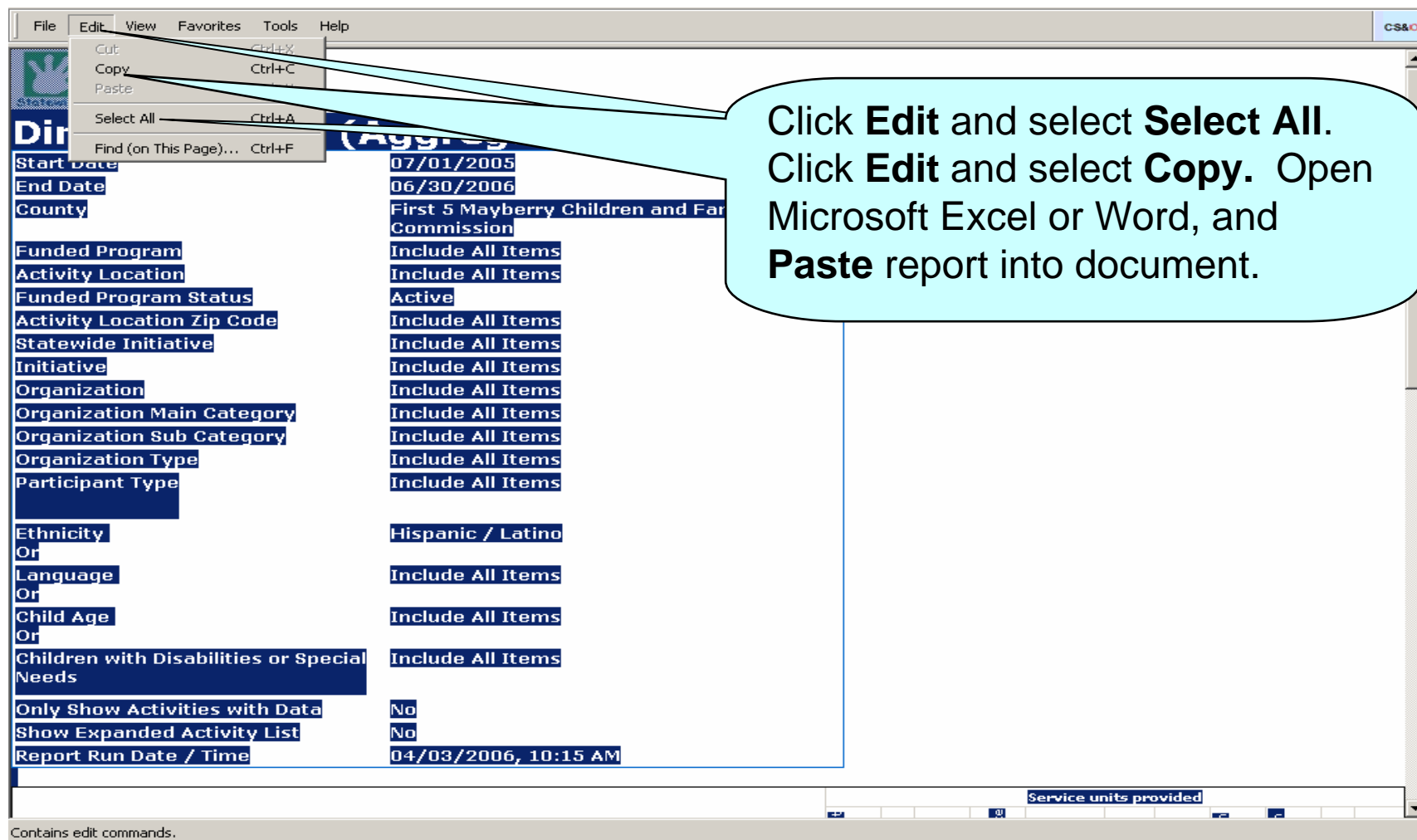
User: sanders.mary (0 login attempts since 3/29/2006 9:07:19 AM)
User Type: County Commission User
County: First 5 Mayberry Children and Families Commission

HELP!

Trusted sites

Reports

Copying a report (in lieu of exporting)



Click **Edit** and select **Select All**.
Click **Edit** and select **Copy**. Open Microsoft Excel or Word, and **Paste** report into document.

Start Date	07/01/2005
End Date	06/30/2006
County	First 5 Mayberry Children and Family Commission
Funded Program	Include All Items
Activity Location	Include All Items
Funded Program Status	Active
Activity Location Zip Code	Include All Items
Statewide Initiative	Include All Items
Initiative	Include All Items
Organization	Include All Items
Organization Main Category	Include All Items
Organization Sub Category	Include All Items
Organization Type	Include All Items
Participant Type	Include All Items
Ethnicity	Hispanic / Latino
Or	
Language	Include All Items
Or	
Child Age	Include All Items
Or	
Children with Disabilities or Special Needs	Include All Items
Only Show Activities with Data	No
Show Expanded Activity List	No
Report Run Date / Time	04/03/2006, 10:15 AM

Service units provided

Contains edit commands.

Reports Summary

To Run Reports

- On Main Menu, click **Reports**.
- Read confidentiality agreement and click **I Agree**.
- Click on desired report.
- Choose desired filters by using the drop-down menus, checkboxes, or text boxes for dates.
- Click **Run Report**.

To Print Reports

- Click **File**.
- Select **Print**.

To Save Reports

- Click **File**.
- Select **Save As...**

To Export Reports to Excel

- Click **Export to Excel** for:
 - Direct Services (Aggregate) report
 - Direct Services (Individual) report
 - Direct Services (All) report

To Copy Reports

- Click **Edit**.
- Select **Select All**.
- Click **Edit**
- Select **Copy**.
- Open Microsoft Excel or Word.
- **Paste** report into document.